

COMBINED STAKEHOLDER REFERENCE GROUP DEVELOPMENT OF STAKEHOLDER ENGAGEMENT STRATEGY

TERMS OF REFERENCE

Purpose and Scope

The key purpose of the group will be to identify actions relevant to the three key goals of the draft Strategy, namely:

- To increase levels of public participation in local governance (formation of policies, plans, strategies and service reviews) in ways that complement the decision-making role of Council;
- To increase community understanding of the processes of local governance including the roles and responsibilities of citizens, the Executive and Council; and
- To increase elected member involvement in and promotion of stakeholder engagement processes for the purposes of good governance.

Group members will also have an opportunity to provide feedback on the draft version of the Strategy following the two workshops and prior to referral to Council.

Out of scope

The City's Administration will identify any or all costs associated with implementing the draft Strategy and report to Council seeking:

- Endorsement and/or amendment of the draft Strategy prior to release for public comment, and;
- Approval to include costs of implementation in the annual budget process.

Project Overview

Currently, the City of Melville has a policy, a framework, a process map and accompanying pro-formas for carrying out stakeholder engagement activities. Whilst these documents are indicative of the City's commitment to engaging with the community on matters of importance to them, current circumstances, including the State Government Inquiry, provide a unique opportunity to create a new Stakeholder Engagement Strategy which enables staff, elected members and local resident involvement.

The purpose of the engagement overall is:

To engage with citizens, elected members and staff in identifying actions to achieve the overarching goals of the new Stakeholder Engagement Strategy in ways that are fair, transparent and can be linked to final outcome/s of engagement.

*The Expression of Interest pro-forma will include a check box for members of the community to nominate as Table Facilitator. Training will be provided immediately prior to the event.

Role and requirements of the Combined Stakeholder Reference Group (CSRG)

- To work collaboratively with the other stakeholders to complete identified tasks at two workshops;
- To attend and participate in both CSRG workshops on Monday 19 & 26 March, 2018 from 5.30pm to 7.30pm;
- To dress casually/informally for the occasion;
- To fill in a questionnaire which will be emailed to selected CSRG members, prior to the first workshop.

Note for Elected Members and Staff

In addition to the roles identified above, your contributions in the following areas will be critically important:

- To act as hosts for the workshop, welcoming all participants as they arrive at your table.
- To help people on your table think through any actions they identify. As far as possible, it is about 'keeping things real,' but without being discouraging.
- To support the community representatives who have agreed to take on the role of Table Facilitator.*

The combined stakeholder reference group will comprise 50 people representing both internal and external stakeholders, including.

1. Elected Members and the Mayor
2. Executive Management Team members
3. Professional staff
4. Residents from each of the 6 wards of Council (4 per ward/ 24 people in total)

With a view to representativeness, residents who have completed an Expression of Interest form will be selected based on a number of criteria.

- Residence in one of the six wards (determined by suburb)
- Age ranges:
 - ❖ 20 – 29
 - ❖ 30 – 39
 - ❖ 40 – 49
 - ❖ 50 – 59
 - ❖ 60 – 69
 - ❖ 70 – 79
 - ❖ 80+
- Preparedness to commit to attending all meetings of the group; and

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- Preparedness to register on MelvilleTalks and participate in community discussions for the duration of the stakeholder engagement process.

The term of appointment for the Combined Stakeholder Reference Group will align with the project timeline of approximately 1 month and involve attendance at 2 two hour meetings.

Process of recruitment

Potential members of the group will be recruited as follows:

- Presentation at Elected Members Information Session at which Elected Members were invited to attend (dates/times provided);
- Presentation at Executive Management Team with invitations to participate;
- Direct approach from Stakeholder Engagement Coordinator to other Management level staff;
- Random sampling of residents from each of ward of Council using the ratepayer information database with an invitation to submit an Expression of Interest in participating.

Workshops

Two workshops will be held on Monday 19 March 2018 and Monday 26 March 2018. Duration: 2 hours. Additional meetings may be scheduled by agreement with CSRG members.

- Time: 5.30pm – 7.30 pm
- Place: City of Melville Civic Centre, 10 Almondbury Road, BOORAGOON
- Presiding/Facilitator: Stakeholder Engagement Coordinator
- Notes from meetings to be provided within 5 working days to group members.
- Light supper provided

Rules of Engagement

To be reviewed by CSRG members at the first meeting.

Amendments to the terms of reference

The City of Melville may at any time, after consultation with the CSRG, vary these Terms of Reference.

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